



# SCOTT GROUP SUPPLIER MANUAL

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## Definitions and Terms

**SGS** – Abbreviation for Scott Group Custom Carpets, LLC

**QMS** – Quality Management System

**AS9100** – A standard common to the aerospace market that outlines requirements for Quality Management Systems.

**QMR** – Quality Management Representative

**Non-conformities** – the failure of material or processes to meet requirements

## Supplier Approvals & Surveillance

Where applicable, Scott Group makes every effort to supply its providers with relevant technical data pertaining to the acceptance of materials and services to be supplied. Where it contradicts, the contract agreement between both parties will supersede any instructions within this document. For questions or concerns regarding this manual, please contact the Quality Management Representative at Scott Group Studio designated below:

**Name:** Samuel Lindemulder

**Title:** Quality Manager

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For key materials, Scott Group Studio has identified appropriate supply control measures that may include:

- Re-occurring QMS surveillance using the Scott Group Supplier Survey (Document ID: 13-021);

- Evaluation of representative material samples to be used for verification of material acceptability;
- Supplier audits to be conducted at the premise where supplied material are processed, created or assembled;
- Investigation of non-conformities related to supplied material failure. This may include access to applicable areas of facilities and relevant documented information;
- Development of actions for the addressing of root causes associated with supplied material failures.
- Management level reviews covering the on-time delivery performance impact of suppliers;

Suppliers will be expected to cooperate, in good faith, with the above measures when requested by Scott Group in order to continue supplying product to Scott Group.

## **Requirements for Suppliers**

All suppliers to Scott Group Studio will be required to implement a QMS, feasible to the organization and capable of meeting the following requirements. The supplier must:

- a) Have a process for identifying non-conforming and/or counterfeit materials and segregating them. These materials must receive documented approval from the QMR at Scott Group prior to being shipped to Scott Group.
- b) Have a process for notifying Scott Group of any changes to the processes, products or services, to include the change of manufacturing location. This will include any process, product or service change that may impact meeting contract requirements.
- c) Flow down requirements to their own suppliers;
- d) Provide test specimens for design approval, inspection/verification, investigation, or auditing as agreed upon with Scott Group;
- e) Retain and control documented information as it relates to the conformity of the product or service being supplied to Scott Group; this should include a retention period of at least 2 years for those records related to testing and inspection of supplied product and also defined responsibility for approving document dispositions associated.
- f) Have a system for ensuring personnel under their employ are aware of their contribution to product and process conformity, product safety, and the importance of ethical behavior.

- g) Provide access to Scott Group, our customers, and regulatory authorities to the applicable areas of facilities and to applicable documented information at any level of the supply chain.

## Evidence of Supplier Conformity

As evidence of supplier conformity, any one of the following methods will suffice as proof:

- a) Approval by the QMR of the Scott Group Supplier Survey filled out and submitted by the customer.
- b) Providing evidence of certification in any of the following QMS standards:
  - a. ISO 9001:2015
  - b. AS9100 Rev D
  - c. IATF 16949

**NOTE: Certifications covering a derivative of these standards (e.g AS9120, ANSI standards, etc..) may be submitted to the QMR for evaluation and potential approval at the QMR's discretion.**

- c) An alternate compliance plan to be recorded and carried out in conjunction with corrective action, or continuous improvement efforts as approved by the QMR.

Suppliers who fail to provide evidence of supplier conformity upon request may have their supplier status changed or altered to meet the level of conformity present, which may include the termination of approved supplier status. Note that final approval status of the supplier may be determined based on a holistic evaluation of applicable data to include level of conformity and performance, in addition to other factors at the discretion of SGS leadership.

## SIGNED COPIES ON FILE

Approval Names	Approval Signatures	Title	Approval Date
		<i>VP of Finance &amp; Operations</i>	
		<i>C.O.O</i>	
		<i>Quality Management Representative</i>	